EVALUATIONS

Committee Chair Completes Evaluation

Faculty members and administrators can be set up as evaluators in Faculty180 in order to review a candidate's dossier. An evaluator can be a faculty member serving on a tenure/promotion committee or an administrator serving as a chair, dean, or provost responsible for evaluating faculty performance. Evaluators are notified by e-mail when a dossier is available for review. A notification message will display in the Action Items on the Home Page. Reviewers can also access candidate's dossiers in the Evaluations section in the left hand navigation. When an evaluation is submitted or the due date for an evaluation has passed, the link to the evaluation is removed from the

View / Respond <pre> Perform Evaluations</pre>			en State University > Eval	uati	ons →						Quic	cklinks 🗸
	# 1	•							\$	Creator	\$	Actions Evaluate

1. Click the Evaluate button

Bowling Gr Evalu View Facul	latior			Evaluations > View Faculty >						
Process	Annual Performance Review									
Туре	Annual Review Process									
Evaluation	ation Deaprtment/School RPT Committee review, recommendation and letter									
Unit										
Creator										
Start	March 28, 2	2018 10:19	AM							
End	May 31, 20	18 12:00AM	N							
Listing of	Faculty B	eing Eva	luate	d						
#						Evaluation Saved *	٥	Dossier (Summer 2016 - Spring 2018)		Actions 3
1 Falcon, Freddie								Evaluate		
* Note: Save	Note: Saved Evaluations must be Submitted before the deadline shown.									
Submit S	elected Eva	luations	Car	ncel						

- 2. Click the View icon to preview before submitting and close window when finished reviewing.
- 3. Click the Evaluate button when ready to submit.

Faculty180 – Evaluations, Committee Chair Completes Evaluation

A Evalua	ation Detail	ls
Evalua	ation Of	Freddie Falcon
Title		Deaprtment/School RPT Committee review, recommendation and lette
Туре		Annual Review Process
Descr	ription	
Evalua	ation Author	Name Withheld
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- 4. Select For or Against
- 5. Type Name
- 6. Select Date
- 7. **Optional:** Type a brief explanation or attach a file
- 8. Save

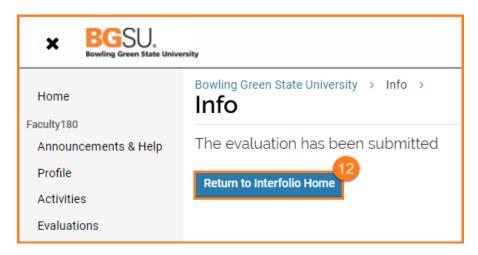
Faculty180 – Evaluations, Committee Chair Completes Evaluation

Bowling G Evalu View Facu	latior		> E	Evaluations > View Faculty >						Quicklinks 🗸
Process	Annual Per	formance Rev	/iew							
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Evaluation	Deaprtmen	t/School RPT	Con	nmittee review, recommendation and letter						
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End	May 31, 20	18 12:00AM								
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	9 1 Falcon, Freddie Vot Submitted 9 Evaluate									
* Note: Save	Note: Saved Evaluations must be Submitted before the deadline shown.									
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Submit S	elected Eva	luations	Can	cel						

- 9. Check the box to select the Faculty Being Evaluated
- 10. Click Submit Selected Evaluations it is NOT submitted until this button is activated

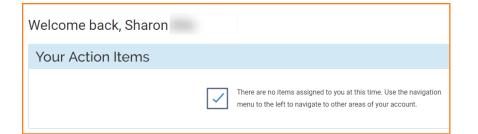
Submit Selected Evaluations	×
 Submitting the selected evaluations has the following implications: If applicable, faculty being evaluated can respond to the evaluation. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated. Your responsibility for this evaluation will be completed. 	1

11. Click Submit



12. Click Return to Interfolio (Faculty180) Home

Faculty180 – Evaluations, Committee Chair Completes Evaluation



13. The Home screen shows your Action Item completed!

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.